

DATE:	June 5, 2006		
TO:	City Clerk		
FROM:	Representative Susie Byrd		
ADDRESS	2 Civic Center Plaza, 10 th Floor, District 2	TELEPHONE	915-541-4996
Please place the following item on the (Check one): CONSENT <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/>			
Agenda for the Council Meeting of June 13, 2006			
Item should read as follows: Re-Appointment of Barbara R. Esparza to the Community Development Steering Committee by Representative Susie Byrd, District #2			
SPECIAL INSTRUCTIONS: Re-Appointment to 1 st term as she had served a unexpired term for Thomas Cantwell			
Item No. _____			

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION:	Community Development Steering Committee						
NOMINATED BY:	Representative Susie Byrd	DISTRICT:	#2				
NAME OF APPOINTEE	Barbara R. Esparza <small>(Please verify correct spelling of name)</small>						
BUSINESS ADDRESS:	3610 Fort Blvd						
CITY:	El Paso	ST:	TX	ZIP:	79930	PHONE:	915-253-8331
HOME ADDRESS:							
CITY:	El Paso	ST:	TX	ZIP:		PHONE:	

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

Re-Appointment

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE):	TERM EXPIRED:	<input checked="" type="checkbox"/>
	RESIGNED	<input type="checkbox"/>
	REMOVED	<input type="checkbox"/>
	OTHER (SPECIFY):	
EXPIRATION DATE OF INCUMBENT:	06/2006	
EXPIRATION DATE OF NEW APPOINTEE:	06/2008	
PLEASE CHECK ONE OF THE FOLLOWING:	1 st TERM:	<input checked="" type="checkbox"/>
	2 nd TERM	<input type="checkbox"/>
	UNEXPIRED TERM:	<input type="checkbox"/>

Barbara R. Esparza
El Paso, TX

Education

Bachelor of Business Administration in Accounting
University of Texas at El Paso
December 1999

Experience

- | | |
|----------------|--|
| 05/04- Current | <u>Wistron Infocomm Texas- El Paso, Texas</u> <ul style="list-style-type: none">• Maintain accounts receivable for the company with an average monthly value of \$110 million for two divisions of the company.• Prepare analytical accounts receivable reports.• Reconcile various general ledger accounts with various worldwide affiliates.• Prepare monthly closing reports. |
| 05/04- Current | <u>Community Scholars, Inc- El Paso, TX (Non For Profit Agency)</u> <ul style="list-style-type: none">• Enter payments, deposits and payroll transactions in Peachtree Software.• Prepare Financial Statements, quarterly payroll reports and deposits, quarterly expense reports. |
| 12/04- Current | <u>Border Fair Housing & Economic Justice Center – El Paso, TX</u>
(Non-For Profit Agency) <ul style="list-style-type: none">• Enter payments, deposits and payroll transactions in Quickbooks Accounting Software.• Prepare Financial Statements, quarterly payroll reports and deposits, quarterly expense reports. |
| 09/00 – 10/03 | <u>On Duty Metropolitan CT, LLC New Haven, Connecticut</u> <ul style="list-style-type: none">• Reconciled accounts receivable on a monthly basis for the company's Connecticut, Massachusetts, New York, and Ohio divisions and analyzed the cross aging reports.• Compiled and analyzed monthly, quarterly, and yearly financial statements for the company's Connecticut, Massachusetts, and Ohio divisions.• Prepared and updated reports, budgets, and projections for the Connecticut, Massachusetts, and Ohio divisions necessary for Chapter 11 filing and again for the change of ownership of the company.• Audit billing on a weekly basis according to service orders.• Maintained accounts payable, bank accounts, and general ledgers for the Massachusetts and Connecticut divisions.• Compiled the statistical cost information necessary to file the annual Federal Medicare Cost report.• Processed payroll.• Filed quarterly payroll tax returns. |
| Summer 2000 | <u>VDO of North America, Juarez, Chih., MX (Temporary)</u> <ul style="list-style-type: none">• Analyzed budget costs and variances for all manufacturing cost centers in the manufacturing plant. |

- Calculated the total overhead cost for the American and Mexican plants for the fiscal year 2000 and constructed spreadsheets documenting the analysis.
- Reconciled financial reports from two computers systems.

January 2000

Philips Remote Control Systems, Juarez, Chih., MX (Temporary)

- Capture information in a computer program for incoming raw material shipments from various clients.
- Document all transactions regarding the movement of raw material within the manufacturing plant from the warehouse location to work-in-process areas.
- Work with the purchasing agents when invalid shipments arrived and adjust the system to receive the merchandise.
- Document and invoice all finished products shipped to customers.

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12/97 – 11/99

Sun Apparel / Polo Jeans Company, El Paso, TX

- Maintained chargeback amounts from major department stores nationwide to a minimal amount
- Researched the validity of claims submitted by customers by collecting extensive accounting information regarding the individual claims
- Submitted detail packages to various customers refuting deductions taken from their payment of invoices
- Collection of payment from unpaid balances on customers' accounts; meticulously maintained A/R accounts to a noteworthy level.

Skills and Abilities:

Computer Skills

Windows 95, 98, 2000, XP, Office Software, Access, Excel, MS Word, MS Outlook, GroupWise, Niakwa Accounting Software, AS 400 System, Oracle Database, SAP, Quickbooks Pro, Fastrack Database, ADP Software.

Bilingual

English and Spanish

Barbara R. Esparza
El Paso, TX

References:

Sue Montesano, Connecticut

Bobby & Lee Byrd, El Paso, TX

Carmen Maldonado, New York